



Nominate, Join, Confer Rights to a Group

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Division of Healthcare Quality Promotion

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Nominate a Group Facility Administrator...

- Selects Nominate from the Group section of NHSN Nav Bar
- Enters the name and type of Group
- Enters the information about the Group Administrator
- Creates a joining password
- Submits
- **Important:** Must give joining password to Group Administrator!!

- Find
- Event
 - Add
 - Incomplete
 - Find
- Denominator Data
 - Procedure
 - Add
 - Incomplete
 - Find
 - Import Data
 - Summary
 - Add
 - Find
- Survey
 - Add
 - Find
- Manage Users
 - Add
 - Find
- Facility
 - Facility Information
 - Locations
 - Surgeons
 - Custom Options
 - Export Data
- Group
 - Nominate
 - Join
 - Confer Rights
 - Leave
- Analysis
 - Generate Data Sets
 - Output Options
 - Logout

Use the Navigation bar on the left
to access the features of the application.

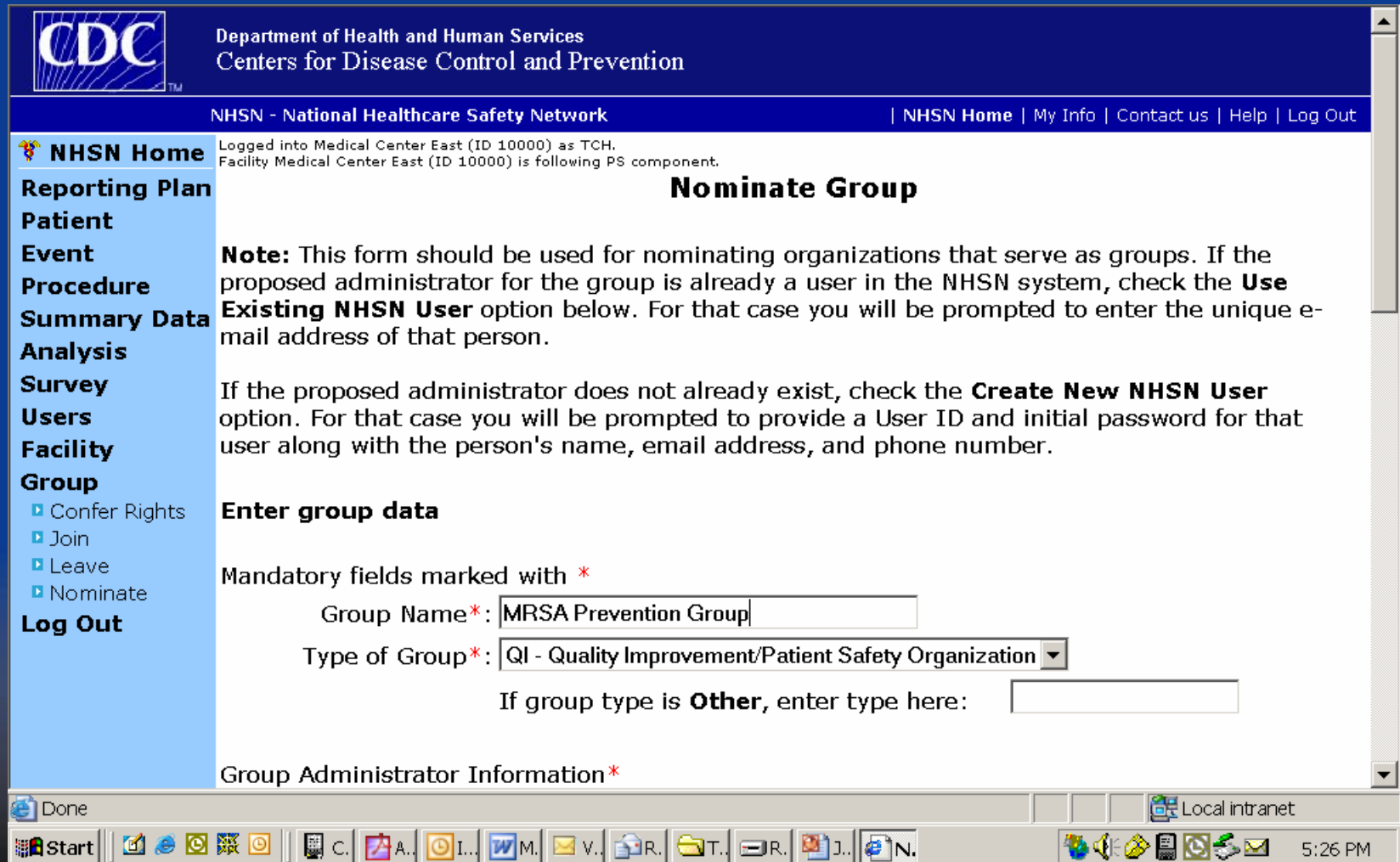


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Assurance of Confidentiality: The information obtained in this surveillance system that would permit identification of any individual or institution is collected with a guarantee that it will be held in strict confidence, will be used only for the purposes stated, and will not otherwise be disclosed or released without the consent of the individual, or the institution in accordance with Sections 304, 306 and 308(d) of the Public Health Service Act (42 USC 242b, 242k, and 242m(d)).



Note: Only one NHSN facility completes this step



The screenshot shows the NHSN (National Healthcare Safety Network) web application interface. At the top, the CDC logo is on the left, and the text 'Department of Health and Human Services' and 'Centers for Disease Control and Prevention' is on the right. Below this is a navigation bar with 'NHSN - National Healthcare Safety Network' on the left and links for 'NHSN Home', 'My Info', 'Contact us', 'Help', and 'Log Out' on the right. A left-hand menu lists various options: 'NHSN Home', 'Reporting Plan', 'Patient', 'Event', 'Procedure', 'Summary Data', 'Analysis', 'Survey', 'Users', 'Facility', 'Group', and 'Log Out'. The 'Group' option is selected, and a sub-menu under it lists 'Confer Rights', 'Join', 'Leave', and 'Nominate'. The main content area is titled 'Nominate Group'. It contains a note about using the form for nominating organizations, a section for 'Enter group data' with mandatory fields marked with an asterisk, and a section for 'Group Administrator Information'. The 'Enter group data' section includes a text field for 'Group Name' (containing 'MRSA Prevention Group') and a dropdown menu for 'Type of Group' (set to 'QI - Quality Improvement/Patient Safety Organization'). A text box for 'Other' group types is also present. The 'Group Administrator Information' section is partially visible at the bottom. The Windows taskbar at the bottom shows the 'Start' button, several application icons, and the system clock displaying '5:26 PM'.

CDC Department of Health and Human Services
Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network | NHSN Home | My Info | Contact us | Help | Log Out

NHSN Home Logged into Medical Center East (ID 10000) as TCH.
Facility Medical Center East (ID 10000) is following PS component.

Nominate Group

Note: This form should be used for nominating organizations that serve as groups. If the proposed administrator for the group is already a user in the NHSN system, check the **Use Existing NHSN User** option below. For that case you will be prompted to enter the unique e-mail address of that person.

If the proposed administrator does not already exist, check the **Create New NHSN User** option. For that case you will be prompted to provide a User ID and initial password for that user along with the person's name, email address, and phone number.

Enter group data

Mandatory fields marked with *

Group Name*: MRSA Prevention Group

Type of Group*: QI - Quality Improvement/Patient Safety Organization

If group type is **Other**, enter type here:

Group Administrator Information*

NHSN 1.1.14 Nominate Group - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Copy Paste Address http://acid-nhsn-app2:8081/nhsn1.1/nominateGroup.do?method=showpage&subaction=nominateGroup&navReset=true&cur Go Links

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group administrator will be notified when the group has been added, and will supply potential member facilities with the information necessary to join the group.

Create new NHSN user

Administrator User ID*: XYZ1

Administrator Password*: *****

Verify Administrator Password*: *****

First Name: Mary Middle Name:

Last Name*: Jones Title:

Address line 1:

Address line 2:

Address line 3:

City:

State: Zip Code: -

Phone*: 412-345-8900 Ext:

Fax:

Beeper Number:

E-mail*: MJONES@NOMRSA.

Done Local intranet

Start C. A. I. M. V. R. T. R. J. N. 5:29 PM

Password*: First Name: Middle Name: Last Name*: Title: Address line 1: Address line 2: Address line 3: City: State: Zip Code: - Phone*: Ext: Fax: Beeper Number: E-mail*: Group Joining Password*: Verify Joining Password*:

Submit

Back



Once nominated, Group Administrator ...

- Obtains the Group joining password from the NHSN nominator
- Receives an email notification from NHSN containing the Group ID and instructions about obtaining a digital certificate
 - If already have a digital certificate, don't need a new one
 - Just request a new program/activity:
 - Program: National Healthcare Safety Network (NHSN)
 - Activity: NHSN Reporting
- Shares the Group ID and joining password with those NHSN facilities that should join the group



Email from NHSN to Group Administrator

You have been designated as the Group Administrator for the following NHSN group.

Group Name : MRSA Prevention Group

Group ID : 10903

Group Type : Quality Improvement/Patient Safety Organization

This group nomination was performed by:

Name : Jane Doe

Phone : 412-555-1234

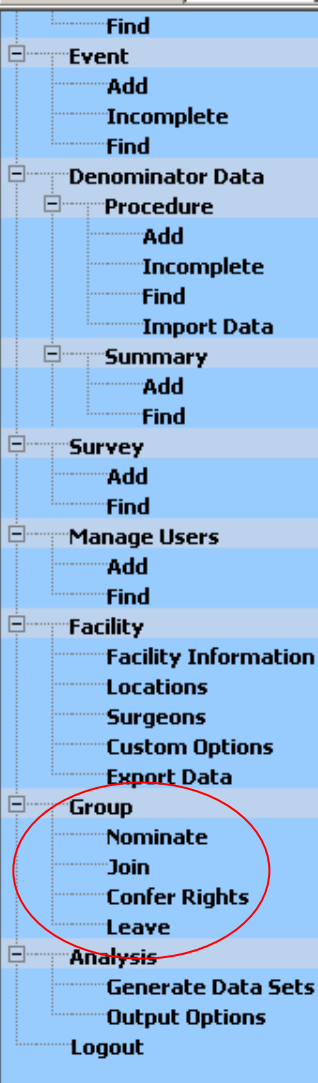
In order to access NHSN, you will need to obtain and install a digital certificate onto the computer you plan to use for connecting to the NHSN.

Please print a copy of the document entitled "SDN Enrollment Guide: A Guide for using the Secure Data Network to Obtain a Digital Certificate and to Enroll in a CDC Program" from the following URL ... etc.



Join a Group

- From the Group section of NHSN Nav Bar, the Facility Administrator selects Join
- Enters the Group ID
- Enters the Group Joining Password
 - Clicks on Join Group



Use the Navigation bar on the left
to access the features of the application.



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Group ID: 10903
Group Joining Password: join



NHSN 1.0.40 Memberships - Microsoft Internet Explorer

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Address <https://sdn2.cdc.gov/nhsn/manageGroups.do?method=showpage&subaction=manageGroups&navReset=true> Go Links

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NHSN - National Healthcare Safety Network [Contact us](#)

NHSN Home

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 - Add
 - Find
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 - Find
- Denominator Data
 - Procedure
 - Add
 - Incomplete
 - Find
 - Import Data
 - Summary
 - Add
 - Find
- Survey
 - Add
 - Find
- Manage Users
 - Add
 - Find

Logged into DHQP Memorial Hospital (ID 10000) as TCH
Facility: DHQP Memorial Hospital (ID 10000) is following PS component

Memberships

Groups that have access to this facility's data

Group1a
New Working Group
Group2
Georgia
Test Users

Confer Rights

Leave Group(s)

Enter ID and Password for this facility to join a new group

Group ID:

Group Joining Password:

Join Group

[Back](#)

Local intranet

Start Disconnected - BL NHSN Training W Microsoft PowerP NHSN 1.0.40 M 3:57 PM



Confer Rights to the Group

- From the Group section of NHSN Nav Bar, the Facility Administrator selects Confer Rights
- Finds the Group name and highlights it
- Clicks on Confer Rights

Highlight Group name and click on Confer Rights

NHSN 1.0.40 Memberships - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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NHSN Home
My Info
Plan
Add
Find
Patient
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Find
Event
Add
Incomplete
Find
Denominator Data
Procedure
Add
Incomplete
Find
Import Data
Summary
Add
Find
Survey
Add
Find
Manage Users
Add
Find

Logged into DHQP Memorial Hospital (ID 10000) as TCH
Facility: DHQP Memorial Hospital (ID 10000) is following PS component

Memberships

Groups that have access to this facility's data

The central DC health care group
Group1a
MRSA Prevention Group

Confer Rights
Leave Group(s)

Enter ID and Password for this facility to join a new group
Group ID:
Group Joining Password:
Join Group

Back

Done Local intranet

Start C. E. A. 1. W. N. N. P. N. R. N.

7:42 PM

Click View rights for Patient and Events

NHSN 1.0.40 NHSN Confer Patient Safety Rights - Microsoft Internet Explorer

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Address: <https://sdn2.cdc.gov/nhsn/manageGroups.do>

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Centers for Disease Control and Prevention

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NHSN Home

- My Info
- Plan
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 - Find
 - Import Data
 - Summary
 - Add
 - Find
- Survey
 - Add
 - Find
- Manage Users
 - Add
 - Find

Logged into DHQP Memorial Hospital (ID 10000) as TCH
Facility: DHQP Memorial Hospital (ID 10000) is following PS component

Confer Rights-Patient Safety

Please select the rights that MRSA Prev Group should have to facility 'DHQP Memorial Hospital'

Patient Safety

Patient	With Identifiers	Without Identifiers	View	Add	Edit	Delete	All Rights
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Event

Event	View	Add	Edit	Delete	All Rights
BJ - Bone and Joint Infection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSI - Bloodstream Infection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CNS - Central Nervous System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CVS - Cardiovascular	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DI - Dialysis Incident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EENT - Eye, Ear, Nose and Throat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GI - Gastrointestinal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LRI - Lower Respiratory Infection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PNEU - Pneumonia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REPR - Reproductive Tract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SSI - Surgical Site Infection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Done

Local intranet

Start | C. | E. | A. | L. | W. | N. | N. | P. | N. | R. | N. | 7:51 PM

Click View rights for Denominators, Plan, and Hospital Survey



Click box for Patient Safety Data Analysis rights

Click Save

Denominator Data: Procedure/Summary		View	Add	Edit	Delete	All Rights
PROC - Procedures		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROC - Custom Procedures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICU - Device Associated - Intensive Care Unit / Other Locations		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NICU - Device Associated - Neonatal Intensive Care Unit		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCA - Device Associated - Specialty Care Area		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DIAL - Device Associated - Outpatient Dialysis - Census Form		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AUR-MICRO - Medication Associated - AUR Microbiology Laboratory Data		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AUR-PHARM - Medication Associated - AUR Pharmacy Data		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan		View	Add	Edit	All Rights	
Patient Safety Monthly Reporting Plan		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Survey		View	Add	Edit	Delete	All Rights
Patient Safety Annual Hospital Survey		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analysis						
Patient Safety Data Analysis		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Back

Group Administrator can now access your facility's data

NHSN 1.1.11 Landing Page - Microsoft Internet Explorer

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Address <http://acid-nhsn-app2:8081/nhsn1.1/nhsnMain.do> Go Links

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Welcome to the NHSN Landing Page

Select a facility and component,
then click Submit to go to the Home Page.

User: TCH


Select facility/group from dropdown list: Grp: MRSA Prevention Group (ID 10903)

****Warning: you must select one facility to edit or add a patient/event/procedure.**

Select facility within the above group: All Facilities

Select component: DHQP MEMORIAL HOSPITAL (10018)
Medical Center East (10000)

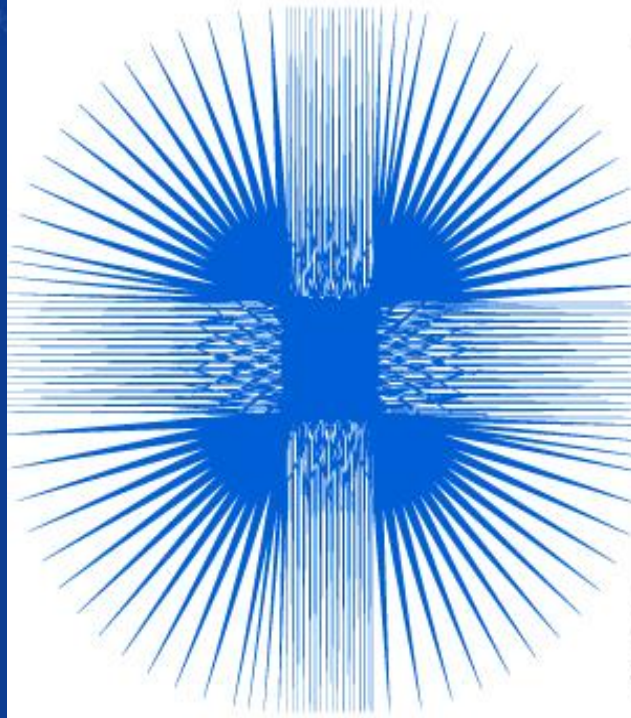
Submit

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Done Local intranet

Start C E A 1 W N N P N R N N

8:19 PM



NHSN
National Healthcare
Safety Network

http://www.cdc.gov/ncidod/dhqp/nhsn_members.html